Health Canada Santé Canada

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Health Canada's *Climate Change and Health Adaptation Program for First Nations South of 60°N*

Funding Application **GUIDE**

Canada

Health Canada is the federal department responsible for helping the people of Canada maintain and improve their health. We assess the safety of drugs and many consumer products, help improve the safety of food, and provide information to Canadians to help them make healthy decisions. We provide health services to First Nations people and to Inuit communities. We work with the provinces to ensure our health care system serves the needs of Canadians.

Également disponible en français sous le titre :
Programme de Santé Canada sur le changement climatique et l'adaptation du secteur de la santé pour les communautés des Premières nations au Sud du 60°N

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1

Background on climate change adaptation

Climate change impacts are being felt across Canada and pose significant risks to communities' health and well-being, the economy, and the natural environment. These impacts will persist and worsen, even with a concerted effort to reduce greenhouse gas emissions. Mobilizing action on adaptation will help protect Canadians from climate change risks, build resilience, and ensure that society thrives in a changing climate. Adaptation can also play an important role in Canada's clean growth and climate change agenda by creating green jobs, spurring innovation, and reducing emissions.

In 2014, the Intergovernmental Panel on Climate Change stated that "Indigenous, local, and Traditional Knowledge systems and practices, including Indigenous peoples' holistic view of community and environment, are a major resource for adapting to climate change, but these have not been used consistently in existing adaptation efforts. Integrating such forms of knowledge with existing practices increases the effectiveness of adaptation."

Indigenous peoples have a strong desire to engage in climate change actions while also undertaking adaptation measures to protect health, and this is being seen here in Canada and all around the world.

2

What is the *Climate Change and Health Adaptation Program for First Nations South of 60°N*

Health Canada's Climate Change and Health Adaptation Program (CCHAP) was developed to build capacity in research by funding community-based projects, enabling communities to develop health-related adaptation or action plans and communication materials that may help in adaptation decision-making at the community, regional and national levels with respect to human health and a changing environment.

The CCHAP was implemented in 2008 to support Northern First Nations and Inuit communities across the Canadian Arctic in climate change and health research. Since then, the program has funded 95 community driven research and adaptation projects. This has allowed Inuit and Northern First Nations communities and organisations to take control of their own research agenda, and actively undertake projects which meet the needs and priorities of their communities in a meaningful and locally-appropriate manner—research that moves from a community-based to a community-led framework.

Projects have inherently taken a multidisciplinary approach to adaptation work, incorporating both science and Indigenous Knowledge. Integrating these two knowledge streams has been essential in ensuring the effectiveness of the research and allows communities to move from research to implementation more effectively and more immediately.

Some of the areas of research that projects examined include: food security and access to traditional food (country food), protection of traditional medicines, engagement of Elders and youth, safety while on the land, impacts of extreme weather events, access to safe drinking water, and impacts of climate change on women and mental health.

The research projects supported by CCHAP in First Nations and Inuit communities represent a significant Canadian contribution to support the global effort by Indigenous communities to adapt to climate change. The exchange of scientific and Indigenous Knowledge between community researchers and scientists continues to be a key component of the program.

In First Nation communities south of 60°N, there is a real and urgent gap in conducting research and adaptation plans to minimize risks to health. Communities and regions are feeling the effects from numerous climate change impacts, such as sea level rise, erosion, drought, extreme heat, floods, extreme and unpredictable weather, and access to traditional foods, to name a few.

Health Canada's new Climate Change and Health Adaptation Program for First Nations South of 60°N will provide up to $100,000 annually for community-based or regional[1] research and action oriented projects, to help southern First Nations communities minimize risks and adapt to the impacts of climate change on human health. This program creates an opportunity for southern First Nations to engage with their communities/regions in monitoring, research, assessment, and discussion in order to develop local/regional adaptation action plans to reduce health risks caused by a changing climate.

[1] Regional can refer to an Eco zone, treaty or political zones or a cluster of communities who want to work together on tackling a climate change and health issue.

3

How is climate change affecting health in Canada?

Climate change is a global concern that leaves no part of the world untouched. The numerous scientific findings and local observations from the last 20 years clearly point to a climate that is rapidly changing, with significant impacts on human health and wellbeing.

The expected outcomes of a warmer planet are numerous and will have direct and indirect health implications particularly for more vulnerable populations and communities. More unpredictable and extreme weather, more erosion and landslides, more freezing rain in winter, shorter winter conditions, more forest fires, drought, flooding, melting sea and lake ice, melting glaciers, melting permafrost, and extreme heat in spring and summers are some of the events being observed across Canada.

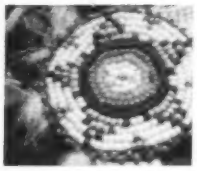
Some of the impacts on health include:

- **Increased respiratory issues from poor air quality during or after wildfire or flooding events, as well as associated mental health impacts of community displacement**
- **An increase of invasive species, the changing of animal migration routes, as well as access to safe travel routes are impacting food security in communities**
- **Extreme weather events, such as extreme heat, causing illness and, in some cases, death**

Though this may seem overwhelming, "Tackling climate change could be the greatest global health opportunity of the 21st century" (Lancet Report 2015). Health Canada developed this unique program to fund community-based or regional projects in order to find culturally and locally appropriate adaptation action plans. It is essential to support First Nation voices in the climate change and health adaptation dialogue as Indigenous peoples around the world are leaders of climate action and CCHAP is designed to support that leadership in Canada.

4

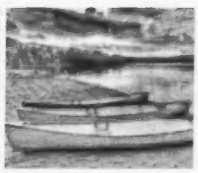
Who can apply for funding?



- All First Nations communities south of 60°N are eligible for funding.
- Individuals, Band Councils, Tribal Councils and Associations, and governments of self-governing First Nations communities.
- Non-government and voluntary associations and organizations, including non-profit corporations that work on behalf or in partnership with First Nation communities. ***The community must identify them as partners in the research.***
- ***Please note that First Nation communities in British Columbia are being supported through the First Nations Health Authority's Climate Change Program and are not eligible for funding from this Program. For more information please contact the First Nations Health Authority at*** environmental.health@fnha.ca

5

What are the mandatory criteria for funding?



The following mandatory criteria must be met for proposals to be screened into the evaluation process:

1. Requests for funding ***must*** not exceed $100,000 per proposal for one year of funding. (Please note that the program can only fund projects one year at a time. You must re-apply each year with no guarantee of funding for subsequent years.) Funding is released in April and needs to be spent by the end of March of the following year.
2. Proposal ***must*** be community-based or regionally-based research projects and/or vulnerability assessments and/or adaptation plans.
3. Project ***must*** have a health focus.
4. Project outcomes ***must*** be linked to community or regional adaptation plans (e.g., use results to provide recommendations to decision-makers and to develop local adaptation action plans).
5. Project ***must*** include the integration of local, Traditional and/or Indigenous Knowledge.
6. Project ***must*** include a youth engagement and/or training component
7. Proposal ***must*** include all of the proposal elements outlined in section 6: *What information is required in a proposal?*
8. Proposal ***must*** demonstrate how the project will be completed and all funding spent by March 31 of the following fiscal year.
9. Proposal ***must*** demonstrate how the project will report on the implementation and results of the work.

NOTE:

This is a competitive process. The program can only fund one project per community per year. As a result, not all eligible proposals that meet the mandatory criteria will receive funding.

6

What information is required in a proposal?

Before you begin to prepare your proposal, consider the following questions:

- What are the risks of climate change to the health of your community or region?
- Where do these risks come from and how do they affect your community or region?
- Which members of your community or region are most vulnerable?
- What information do you need to assess and adapt to these risks?
- How is your community or region exposed to these risks (e.g., source, contact with people, outcome)? Can you develop a model to explain your findings?

If you wish to submit a proposal, please be sure to follow the following format:

- Proposals **should not exceed 10 single-sided pages**, plus a cover page, budget and letters of support.
- Proposal must be provided electronically in English or French.
- Proposal must be submitted in size 12 fonts and on 8.5" x 11" size paper.

A complete proposal will include the following elements:

1. Cover page
2. Plain language summary (maximum 1 page)
3. Project description
4. Workplan and timelines
5. Methodology and data collection
6. Capacity building and Project partners
7. Communication and/or dissemination plan
8. Project evaluation
9. Budget
10. Letter(s) of support from a mandated authority

Please use the Proposal and Budget template to complete your proposal.

7

How are eligible proposals evaluated?

Proposals that meet the mandatory criteria are reviewed and scored by a First Nations Selection Committee. The committee is made up of First Nations community members from all regions, one youth and one Elder, as well as government and non-government representatives who have a strong background in climate change, health and community issues.

The committee uses the following criteria to evaluate each eligible proposal.

Block	Description	Rating
2.1	Does the project demonstrate clarity, adequacy and validity of methodology and a rigorous approach to community engagement?	/20
2.2	Does the project build capacity in First Nation communities?	/25
2.3	Does the project team include: • Community-based researcher(s) and community member(s); and • Investigator(s) with recognized skills and relevant expertise?	/20
2.4	Has Indigenous Knowledge been integrated into the research? Does the research respect local norms, protocols, and knowledge?	/25
2.5	Is the research highly relevant to the community or region? Is the research proposal of direct or indirect relevance for other communities?	/20
2.6	Is this the first time that the community/region is applying for funding from Climate Change and Health Adaptation Program for First Nations South of 60˚N? *(First time applicants will receive a higher score)*	/05
2.7	Does the proposal include well thought out plans for communicating with the community/region during the project and sharing research results with the community/region when it is completed?	/20
2.8	Is the time frame for completion of the project feasible?	/15
2.9	Are the budget and resource requirements realistic and appropriate to the project?	/20
2.10	Has co-funding, including in-kind support, been sought with partners? (This should be discussed in section 6: *Project Partners* of the proposal template)	/05
2.11	Does the project engage different forms of expertise? This could include but is not limited to, hunters and trappers, environmental specialists, health practitioners, community planners, youth, Elders, women etc.	/15
2.12	Has an evaluation component been included? How will best practices and lessons learned be determined?	/10
	Total	/200

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How do I submit a proposal?

Please contact the Program directly to receive the Proposal and Budget Template. This will be emailed to you as requested.

Complete proposals must be sent to Health Canada by midnight Pacific Standard Time on or before the submission deadline. Please contact cchap-pccas@hc-sc.gc.ca for any additional information.

Applicants can submit **draft proposals** in advance of the submission deadline. This gives applicants an opportunity to receive feedback on their application in advance of the final delivery date. Please contact cchap-pccas@hc-sc.gc.ca for information on the draft submission deadline.

Electronic submissions of the final proposal must be sent to: cchap-pccas@hc-sc.gc.ca

Applicants will be notified of results on or before the end of the current federal fiscal year.

The Health Canada's Climate Change and Health Adaptation Program for First Nations South of 60°N will keep all proposals (whether successful or not) and may refer to them throughout the year.

9

Who can I contact for more information?

For more information on Health Canada's Climate Change and Health Adaptation Program for First Nations South of 60°N including funding eligibility and project ideas, or to submit a proposal, please contact cchap-pccas@hc-sc.gc.ca

Appendix I

Proposal Template

Health Canada's Climate Change and Health Adaptation Program for First Nations South of 60°N

Funding Application Guide

If you need assistance or have any questions, please contact cchap-pccas@hc-sc.gc.ca

In preparing your proposal, please use the list of tips and questions provided in each section.

Proposal Element Checklist:

1. Cover page
2. Plain language summary
3. Project description
4. Workplan and timelines
5. Methodology and data collection
6. Project Partners
7. Communication and/or dissemination plan
8. Project evaluation
9. Budget
10. Letter(s) of support from a mandated authority

1. COVER PAGE

Climate Change and Health Adaptation Program
for First Nations South of 60 °N Funding Application

Project Title: _____

Applicant Information
Name of applicant or project leader:
Affiliation (community):
Address:
Telephone:
Fax:
E-mail:

Name of Community or Organization:
(put the name of the community or organization that will lead the project)

*Insert official community or organization logo here

Date of Submission: _____

Amount of Funding Requested from Health Canada: _____$

2. PLAIN LANGUAGE SUMMARY (1-2 pages maximum)

- Give an overview or a story that explains what you want to research.
  - Introduce the question(s) that the project will answer.
  - Why is this important to your community or region?
  - How is this project linked to climate change?
  - How is this project addressing health risks or concerns?
  - How will the anticipated results of the project help your community or region to adapt?
- What activities are you proposing to do to answer these questions?
  - Who will be involved (e.g. youth, males, females, hunters, etc.)?
  - Where and when will the project work be done?
- What are the expected outcomes or results of the project?
- How can the information from this project be useful to others?

PLEASE NOTE

You need to demonstrate a strong link between climate change and health. This link needs to be evident throughout your proposal.

AND

It needs to be clear throughout the proposal that this project is driven by the community and that the results will benefit that community and/or region.

3. PROJECT DESCRIPTION (2-4 pages maximum)

Introduction

- Describe the project (purpose, scope, type).
- Provide a literature review that summarizes any previous research on your topic (one or two paragraphs with references). If no information exists, please indicate this.
- Describe how your project will build on previous research/projects or answer a new question that has not been answered or considered.
- Indicate if this project is a continuation of any other community or regional research projects, including the names of any partners and funders.

Rationale

- How has climate change affected the health of your community/region and/or how might it affect your community/region in the future?
- Have steps been undertaken in the past to understand or solve this issue? If so, what were they, and were they effective. Why or why not?
- How will the results of this project inform adaptation? How will your community/region benefit from this project?
- How will the outcomes of the research be of direct or indirect relevance for other Indigenous communities?

Objectives

Objectives are planned outcomes that outline what you intend to achieve through your project in the short and long term. Objectives are measurable and time-sensitive so that they can be evaluated and adjusted if necessary.

- What are your short-term objectives for this project?
- What are your long-term objectives for this project?

Activities/Outcomes

- Describe the research activities that will take place during your research project. Be sure to describe how each activity is connected to your project objectives.
- State the expected results and project deliverables (e.g. reports, publications, conferences/workshops, communication initiatives and/or materials such as newsletters, pamphlets, videos, etc.)
- Please state if you plan to have an adaptation plan developed from the results.

Capacity Building

- Explain how your project will provide/engage your community/region with new tools/knowledge/methods to increase the ability to better understand and manage the health impacts of climate change.
- Provide detailed information of how this project will support community or regional members in engaging in research. Will training be involved? How will people involved continue this work when the funding ends?

Youth

- CCHAP encourages the engagement and training of youth in projects.
- Please provide details as to how many youth you hope to be involved. Give examples of planned activities and how they can or will be beneficial (e.g. new skills and knowledge learned).

Indigenous Knowledge

- The integration of Indigenous Knowledge is a key component in research. Explain how your project will incorporate and protect Indigenous Knowledge and culture.

4. WORKPLAN and TIMELINES (1 page)

Prepare a table with a list of each activity of the project, with an assigned activity number, the timelines for each activity and any potential factors that might affect timing (e.g., seasons, availability of resources, migration patterns, etc.).

Activity #	Activities Description	Timeline/Dates	Factors affecting timing	Project objective

5. METHODOLOGY and DATA COLLECTION (1 page)

- Describe how you will accomplish the **research activities** outlined in the work plan (e.g., data collection strategies, community consultations, analyses of results, etc.).

  Please identify the activity number for each activity/item in this section.

- Where will the work be done?
- How will the data be collected, analyzed, disseminated and stored?
  - How will the data be protected and shared throughout the course of the research project?
  - Who will own the data?
  - Who will be able to access the data?
  - Who will have control over the data?
  - If your community has an existing protocol, please include details.

Data can include any of the following: interview transcripts, water samples, plant samples, animal samples, photos, video, etc.

6. PROJECT PARTNERS—Who will do the work? (1 page)

- For this section, a table should be developed listing all individuals to be involved including name, affiliation, role within the project and the associated activity number (from the work plan) in which they will be participating. Be sure to list all of the partners that will be involved in this project (e.g., Indigenous groups, governments, agencies, NGO groups, associations, academics, professionals, financial contributors, etc.).
- For each person please include information on their relevant knowledge, skills and/or experience for this project. This can be included in the Appendix section of the proposal with the description for each person (two pages maximum). Please note that one or two paragraph descriptions are acceptable.

Name	Affiliation	Project Role	Associated Activity #

7. COMMUNICATION and/or DISSEMINATION PLAN (Half page)

- Describe in detail how the results will be communicated to the community/region throughout the project (beginning, middle and end).
- Describe how the results will be communicated or disseminated to other interested parties and decision-makers (e.g. funding organizations, other Indigenous communities, governments, etc.).
- Describe how project results will be communicated with the regional and/or provincial climate change community.

8. PROJECT EVALUATION (Half Page)

- Indicate how the project will be evaluated and by whom. How will you to determine successes and lessons learned?
- For suggestions on how you might structure your evaluation please contact the program for a document called Suggestions for Developing Your Project Evaluation.

9. BUDGET

Provide a detailed budget including core expenditures, administrative/management costs and funding/support from other sources. You should feel free to remove or add budget categories based on your own needs.

Main Expenses

Salaries and Wages:

Indicate the salaries paid to people specifically hired for the project, and the amount of time they will dedicate to the project (hours, days, or weeks)

Honoraria:

Honorarium compensation for participants (e.g. Elders) is a gratuitous payment as distinguished from compensation for service or hire and are often **used as ways to say thank you for their time and knowledge**. *Honoraria should not be used as an alternative to a service contract or as a replacement for salary, wages or professional fees.* It is important to note that honoraria payments **cannot exceed $200/day per person** as per Health Canada policy.

Professional Service Fees (if appropriate):

Indicate the estimated total value of each contract to be awarded under the project, the contractor's name (if known) and the purpose of the contract. In the case of contracted laboratory services, indicate the cost of each sample tested, type of test and number of samples. **For any services provided by a community member** (e.g. laborers, Elders), the community member should be identified in the proposal by name.

Travel, Accommodation and Meal Costs:

Include all travel, accommodation and meal costs, and indicate the purpose of travel. Please use government travel rates by visiting www.tbs-sct.gc.ca/tbs-sct/index-eng.asp. Click on the quick link Travel Rates followed by **Appendix C - Meal & Incidental Rates (Canada /USA)** to get the most up to date rates.

Equipment and Facilities:

Equipment cost. Specify the type of equipment that is needed to conduct your research and the extent to which it will be used. (e.g., monitoring or sampling equipment).

Administrative/Management Costs

In most situations, First Nations and Inuit Health Branch will allow **up to 10% of the total agreement amount** for administration costs.

Operating Costs:

- Include miscellaneous operating costs (office supplies and operating expenses, telephone, printing, computer time, fax, postage)
- Supplies (including lab supplies)
- Publication costs (specify publisher and projected date of publication)
- Administration fees (if applicable)

Other Costs

If any budget item does not clearly fit into any of the above categories of expenditure, it must be entered as **"Other"** with a brief description.

PLEASE COMPLETE YOUR BUDGET USING THE BUDGET TABLE PROVIDED BELOW

Budget Summary

Total funding requested from Health Canada = $

Total support from other sources, including in-kind = $

Total cost of the project (Health Canada request plus support from other sources) = $

Does this project build on a previous project? If so what was the name of the previous project and who provided funding for it?

Expense	Description	Health Canada Funding Request	Funding from Other Sources (including in-kind)	Comments	Associated Activity #
Core Expenditures					
Salary					
Salary					
Salary					
Honoraria					
Benefits					
Professional services					
Translation					
Training fees					
Transportation, accommodation and meals					
Equipment and facilities					
Other					
Other					
Core Expenditures Subtotal 1					
Administrative/Management Costs (maximum 10% of total request from Health Canada)					
Office materials/supplies					
Copier and photocopies					
Telephone and telecommunication					
Material and equipment rental					
Maintenance and repairs					
Postage, shipping and handling					
Accounting fees					
Human resources, pay services					
Other					
Other					
Admin Subtotal 2					
Total Cost of Project (subtotal 1 plus subtotal 2)					

10. LETTER(S) OF SUPPORT FROM A MANDATED AUTHORITY

- Letter of support by a mandated authority (Band councils, hunters and trappers organizations, etc.) for each community involved in your project. This letter should be on official letterhead and be signed by an authorized person.
- Successful projects might be asked to provide certification documentation for their organization (e.g. letter of incorporation, registration number, bylaw, etc.). It is therefore recommended that applicants keep these files nearby in case the project is funded.
- Communities are encouraged to communicate with their appropriate authorities/community representatives to obtain any approvals needed for their proposed research.

NOTES

PREPARED BY:
Climate Change and Health Adaptation Program
Environmental Public Health Division
Population Health and Primary Health Care Directorate
First Nations and Inuit Health Branch, Health Canada

Ce guide est aussi disponible en français sur demande.